

Congress of the United States
House of Representatives
COMMITTEE ON HOUSE ADMINISTRATION
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October 23, 2007

**CHIEFS OF STAFF AND LD TRAINING PROGRAMS AVAILABLE NOW
THROUGH DECEMBER**

Dear Colleague:

The Committee on House Administration will offer a number of training programs to Chief of Staff and LD level House Employees beginning October 22, 2007 and running through December 12, 2007. These programs will be geared towards Chief of Staff and upper management in order to provide information and promote dialogue on topics important to management of House offices.

Topics will include:

- Diversity in the workplace
- Discrimination
- Performance Feedback (Level one and two available)
- Discipline / Terminations (Level one and two available)
- Communications/Conflict Resolution

The attached calendar provides the schedule of events. Please contact Kristie.Muchnok@mail.house.gov to register.



Robert A. Brady
Chairman